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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

OPNAVINST 5720.3D
Op-09B23T
16 June 1980

OPNAV INSTRUCTION 5720.3D

To: All Ships and Stations

**Subj: U.S. Navy Technicians, designation of/
military air transportation of Contractor
Engineering and Technical Service Personnel;
policy and procedures for**

**Ref: (a) Armed Services Procurement Regulation
(b) DOD Directive 1130.2 of 18 Jun 1979
(NOTAL)
(c) OPNAVINST 4630.25A
(d) OPNAVINST 3710.7J (NOTAL)
(e) OPNAVINST 5720.2J
(f) OPNAVINST 5500.11D (NOTAL)
(g) OPNAVINST 5510.1F
(h) OPNAVINST 4650.11D
(i) SECNAVINST 5512.9
(j) BUPERS MANUAL
(k) OPNAVINST 4000.76A (NOTAL)
(l) NAVMILPERSCOMINST 1750.1
(m) BUPERSINST 4650.14F
(n) U.S. Navy Travel Instructions
(o) BUPERSINST 4630.2A**

Encl: (1) Agreement Form (OPNAV 5720/1)

1. Purpose. To set forth procedures and guidelines for the designation of certain Contractor Engineering and Technical Service (CE & TS) personnel as U.S. Navy Technicians in order to facilitate the performance of their duties aboard U.S. naval ships, aircraft, or certain naval facilities and to set forth procedures for the U.S. Navy-sponsored military air transportation of all CE and TS personnel.

2. Cancellation. OPNAV Instruction 5720.3C.

3. Background. In acknowledgement of the necessity to embark certain civilian employees of U.S. Navy contractors in U.S. Navy ships/aircraft or visit certain facilities; maintain control over their activities when so embarked; assure their status as noncombatants, and provide a method for identification, the Chief of Naval Operations (CNO) has authorized certain commands and offices of the Navy Department to

issue letters of authorization (hereafter referred to as letters of designation) designating certain individuals as U.S. Navy Technicians.

4. Delegation of Authority. The authority to designate individuals as U.S. Navy Technicians, in accordance with the guidelines contained in this instruction, is delegated to the Chief of Naval Material, the Commandant of the Marine Corps, the Chief of Naval Research, and the Oceanographer of the Navy. The Chief of Naval Material is authorized to further delegate this authority to the commanders of Naval Material Command (NMC) contracting activities designated in Appendix N of reference (a), as may be deemed necessary. Such designations shall require a point of central control and cognizance within each respective NMC activity. The Oceanographer may delegate this authority to the Commander, Naval Oceanographic Office. Further delegation to lower echelons is not authorized without approval of CNO.

5. Definitions

a. Contractor Engineering and Technical Services Personnel are employees of commercial or industrial companies who provide advice, instruction, and training to Department of Defense (DOD) personnel in the installation, operation, and maintenance of DOD weapons, equipment, and systems. Contractor Engineering and Technical Services Personnel are defined, and subdivided as follows (in accordance with reference (b)):

(1) Contract Plant Services (CPS). Those engineering and technical services provided to DOD personnel by a manufacturer of military equipment or components. These services are provided in the plants and facilities of the manufacturer by trained and qualified engineers and technicians employed by the manufacturer.

(2) Contract Field Services (CFS). Those engineering and technical services provided to DOD personnel by commercial or industrial companies on site at defense locations by trained and qualified engineers and technicians.

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(3) **Field Services Representative (FSR).** An employee of a manufacturer of military equipment or components who provides a liaison or advisory service between the company and the military users of the company's equipment or components.

b. U.S. Navy Technicians. U.S. Citizen Contractor Engineering and Technical Service Personnel ((2) or (3) above) who also hold the additional designation of U.S. Navy Technicians in accordance with the guidelines of this instruction. Female U.S. Navy Technicians as delineated by this instruction are normally precluded from serving aboard certain ships where appropriate accommodations are impractical.

6. Procedures

a. Who may be designated.

(1) CE and TS personnel shall not be designated as U.S. Navy Technicians solely for the purpose of approving transportation in U.S. military aircraft, performing crew duties in naval aircraft, or embarking in U.S. Navy Ships which remain within the general area of the base or port of embarkation. The following directives apply to the above circumstances:

(a) Point-to-point transportation - Reference (c), enclosure (1), chapter 3.

(b) Embarkation in naval aircraft for crew duties or other contractor services - Reference (d), paragraph 205.

(c) Embarkation in U.S. Navy ships where ship remains within the general area of the base or port of embarkation - Reference (e).

(2) Designation will therefore be limited to those individuals who are required to remain aboard U.S. Navy ships when the ship proceeds beyond the area of a base or port as indicated in reference (e), or who require this status to gain entry to a controlled area as indicated in reference (f). Requests for authority to embark non-U.S. citizen CE and TS personnel in U.S. Navy ships in order to facilitate the performance of their duties shall be forwarded to CNO, via the cognizant command or office, when required by reference (e).

b. The letter of designation shall:

(1) Contain a provision for cancellation no later than 2 years from the date of issuance.

(2) Contain appropriate limitations or amplification of the nature, location, or duration of service to be performed.

(3) Indicate approval of the commanding officer of the ship or station, the area, fleet, or type commander for the subject U.S. Navy Technician to visit areas, ships, aircraft, or facilities under his control in accordance with reference (g) or (h), as appropriate.

(4) Contain certification of security clearance, if appropriate.

(5) Indicate the specific contract under which the individual is employed at the time the orders are issued. (It is not required to reissue letters of designation upon renewal or renegotiation of contracts.)

(6) Be endorsed by all commands visited in a manner similar to Navy orders.

c. U.S. Navy Technicians may be issued a Non-combatant Certificate of Identity (DD 489) in accordance with reference (i) if the technician will accompany military forces of the United States in regions of combat and is liable to capture and detention by the enemy as a prisoner of war. If applicable, the number of the card issued shall be indicated on the Agreement Form (OPNAV Form 5720/1). The only purpose of this card is to provide identification for noncombatants who may be detained by hostile forces under the provisions of the Geneva Convention. (Note reference (i) now requires that the DD-489 be prepared in duplicate and a copy retained by the issuing authority.) U.S. Government Identification Card, Optional Form 55, may be issued to U.S. Navy Technicians who are to travel in foreign countries or to foreign ports which are not declared regions of combat. Under "Place of Employment" card should indicate: U.S. Navy Technician. (R)

d. Each U.S. Navy Technician shall execute an agreement form, enclosure (1), in triplicate. (R)

e. In the few instances when time will not permit designation as a U.S. Navy Technician by normal administrative procedures, the sponsoring command or office may make such designation by naval message. This message shall contain the same information as a letter of designation (subpar. 6b above.)

f. Whereas, authority to designate U.S. Navy Technicians and to issue designation letters/messages is the responsibility of those commands listed in paragraph 4 above, the administrative requirements outlined above in subparagraphs 6c and d may be delegated to appropriate Navy field activities. An activity must be an authorized identification card issuing activity as defined in reference (j) in order to issue the DD 489.

g. If U.S. Navy Technicians, or other CE and TS personnel are to travel in foreign countries or to foreign ports, application for passport should be made personally to the Passport Office, Department of State, by the individual in his own behalf. CE and TS personnel cannot be issued an "official" passport. A letter from the contractor indicating that travel to a specified country is required in connection with services to be performed under a specified (contract number) U.S. Navy contract is to be submitted with the passport application. The Passport Office, Department of State, will endorse the passport showing the bearer is proceeding abroad on an official assignment to (country). This endorsement is only used for travel to the Republic of the Philippines, Japan, and Korea. This endorsement does not grant entry into the foreign country in lieu of a visa.

7. Privileges. All logistic support (privileges) afforded U.S. Navy Technicians or any other CE and TS personnel shall be in accordance with the provisions and limitations of reference (k) which stipulates that logistic support may be provided to United States nongovernmental, nonmilitary individuals in overseas military commands, subject to the restrictions of any agreements which the United States has entered into with the government of the nation concerned. The providing of logistic support will also be subject to the terms of the contract under which the services of the individual are obtained. In all cases the ultimate decision as to whether or not an individual shall receive this support rests with the overseas

area commander. When logistic support is to be provided, a Uniformed Service Identification and Privilege Card, DD Form 1173, shall be issued by the command in accordance with reference (1). The DD Form 489 (above) shall not be used for this purpose.

8. Transportation of CE and TS Personnel via Military Aircraft and Commercial Carrier

a. Transportation of Contractor Engineering and Technical Service personnel, including, but not limited to, those individuals who hold the additional designation as a U.S. Navy Technician, via military air transportation facilities shall be arranged in accordance with reference (m) and the procedures below:

(1) The requirements for transportation of the above individuals by the Military Airlift Command (including Category "A" travel) must be certified by a representative of the bureau or office of the Navy Department that has cognizance over the contract under which the individual is employed and include one of the following:

(a) Complete accounting data chargeable, in which event a MAC Transportation Authorization (MTA) will be issued as provided in reference (n), paragraph 2225. The data should include a Customer Identification Code (CIC) as required by reference (o).

(b) A provision for direct billing by MAC to the traveler's firm. The name and address of the firm to be billed will be stated. If the contractor has established credit arrangements with MAC and has been assigned a CIC, this should be furnished (MAC has assigned codes to some contractors, each beginning with the letter "X" followed by four digits for MAC purposes, plus whatever codes the contractor desires); or

(c) A request for a provision for cash payment by the traveler to MAC prior to embarkation.

(2) In cases ^B~~X~~ and ^C~~X~~ above the representative of the bureau or office certifying the need for MAC transportation will also certify that these costs of transportation will ultimately be borne by the U.S.

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Navy in the form of a charge from the contractor for transportation expenses incurred. An MTA must be issued in accordance with reference (m), with billing information provided in the remarks section.

b. When travel must be accomplished via commercial carrier, certification will be provided as specified in (1) above. Complete accounting data chargeable will be furnished and a U.S. Government Transportation Request (GTR) issued in accordance with procedures outlined in reference (n).

9. Uniforms. Only when specifically required by the Chief of Naval Operations, and normally limited to combat areas and outconus travel to and from such areas, the following uniform shall be worn by U.S. Navy Technicians.

a. **Articles of Uniform.** The articles of uniform shall be the same as those prescribed for a commissioned naval officer except that no distinctive rank, corps device, or other naval insignia shall be worn. Plain buttons of the same size and color prescribed for naval officer's uniforms shall be worn on coats. Female technicians shall wear either the garrison cap or beret; combination hat is not authorized.

b. **Breast Insignia.** An embroidered badge 3-1/4 inches square, consisting of a spread eagle, facing dexter; the left claw of the eagle shall be shown clutching a group of tools and the right claw an olive branch; immediately underneath the eagle shall be the letters: U.S. TECHNICIAN. The background of the badge shall be the same color as the coat/jacket or shirt, with the design and lettering white on blue coats and blue on other coats/jackets and khaki shirts. The breast insignia shall be worn on the left breast pocket of coats and khaki shirts for male technicians. The breast insignia shall be worn above the left breast pocket flap of the jacket (Service Dress Blue), for female technicians.

c. **Cap insignia for male technicians.** A gilt badge 1-1/4 inches wide by 1-7/8 inches high bearing the

inscription U.S. TECHNICIAN. Worn on the band of the combination cap with plain black chin strap and plain gilt buttons.

d. **Cap insignia for garrison cap (male and female technicians) and beret (female technicians).** A gilt pin 5/8-inch wide by 3/4-inch high bearing the inscription U.S. TECHNICIAN. Worn on the left side of the garrison cap 2 inches from the front edge and 1-1/2 inches from the bottom edge of the cap when the garrison cap is prescribed for wear by naval officers. For female technicians, worn on the beret, aligned approximately above the left eye.

e. **Collar insignia.** A gilt pin 5/8-inch wide by 3/4-inch high bearing the inscription U.S. TECHNICIAN. Worn on both sides of the collar of the khaki shirt with the center of the insignia 1 inch from the front edge and 1 inch below the upper edge of the collar for male technicians. Worn on the white shirt collar with the center of the insignia 2 inches from the fold line at top of collar and 3/4-inch from the forward edge of collar, for female technicians.

10. Forms. Local reproduction of OPNAV Form 5720/1 has been concurred in by the Director, Naval Publications and Printing Services Management Office. Optional Form 55, an accountable form, S/N 7540-00-926-8842, \$1.60 per 100, may be obtained by submission of DD 1348 to General Services Administration Region 3, Federal Supply Service, Supply Control Division 3FX, Washington, D.C. 20407. DD Form 489, S/N 0102-LF-005-0500, and DD Form 1173, S/N 0102-LF-011-7300, may be obtained through normal supply channels in accordance with NAVSUP 2002.

J. T. COUGHLIN
Assistant Vice Chief of Naval Operations
Director, of Naval Administration

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AGREEMENT

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In accepting the authority granted to me by the Navy Department to participate in certain operations of the Navy Department as specifically prescribed by competent Naval authorities, I agree to the following conditions:

1. That I will govern my movements and actions in accordance with instructions of the Navy Department and the Commanding Officer in the activity to which I am attached or in which I am employed. I will also be governed by the scope and limitations of my security control certification, and professional ethics.
2. That under no circumstances will I disclose any classified information or other information of military value to any unauthorized person either when serving with the Naval Establishment or forces or after termination of such service, and that I will clear all public statements and material prepared for the public press concerning my observations with the fleet commander under whom I am serving (CINCLANTFLT, CINCPACFLT CINCUSNAVEUR) or The Chief of Information, Navy Department as convenient.
3. In event of war or hostile action, I will, under the international rules of warfare, give only my name and status, and under no circumstances will I furnish the "enemy" with any information of military value.
4. That if I am authorized to accompany Naval forces, official reports are to be transmitted through the Commanding Officer, my personal correspondence shall be subject to the censorship rules prevailing within the command.
5. That this authority is subject to revocation at any time.
6. That upon termination or revocation of this authority I will surrender my credentials.

I do solemnly swear (or affirm) that I, _____, agree to these conditions freely, without any mental reservation or purpose of evasion. So help me God.

SIGNATURE: _____

Representing (Firm) _____

(if applicable)

DD Form 489 No. _____ issued this date.

Subscribed and sworn to before me this _____ day of _____ 19 _____

(Name of individual authorized to administer oaths)

(Official capacity)

NOTE: This form will be executed in triplicate.

DISTRIBUTION

Original to Sponsoring Headquarters, Navy Dept. Command or Office
Copy retained by - U.S. Navy Technician
Copy retained by issuing activity